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FM SECSTATE WASHDC
TO ALL DIPLOMATIC AND CONSULAR POSTS
SPECIAL EMBASSY PROGRAM
USOFFICE PRISTINA
AMEMBASSY FREETOWN
AMEMBASSY DUSHANBE
AMEMBASSY BELGRADE

UNCLAS STATE 228690

SIPDIS

E.O. 12958: N/A

TAGS: [AOMS](#) [AMGT](#) [APER](#)

SUBJECT: OMS CONFERENCE MARCH 21-23, 2001

FOR OFFICE MANAGEMENT SPECIALISTS AND POST MANAGEMENT FROM
THE OMS COORDINATOR - DONNA MMOH

¶1. I AM PLEASED TO ANNOUNCE A WORLDWIDE OMS CONFERENCE TO
BE HELD MARCH 21-23, 2001 AT NFATC, CO-SPONSORED BY THE
REGIONAL BUREAUS, THE BUREAU OF HUMAN RESOURCES AND NFATC.

¶2. PAST OMS CONFERENCES HAVE BEEN A TREMENDOUS SUCCESS,
COMBINING AN AMBITIOUS PROGRAM THAT PROVIDES AMPLE
OPPORTUNITIES FOR TRAINING, GROUP DISCUSSIONS AND SHARING
OF IDEAS AS WELL AS FORMAL PRESENTATIONS TO HELP OMSERS
FULFILL THEIR CHANGING ROLES AS OFFICE MANAGEMENT
SPECIALISTS. THANKS TO THE BUREAUS' OVERWHELMING AND
CONTINUING SUPPORT, MORE THAN SEVENTY OMSERS HAVE BEEN
PROVIDED THE OPPORTUNITY TO ATTEND THESE CONFERENCES, AND
MUCH HAS BEEN ACCOMPLISHED AS A RESULT OF THEIR DIRECT
PARTICIPATION.

¶3. THE THEME OF THIS YEAR'S CONFERENCE WILL BE CONTINUING
A DIALOGUE AMONG OMSERS, COLLEAGUES AND THEIR SUPERVISORS

THAT WILL INCLUDE WORKSHOPS TO EXCHANGE IDEAS ON
HARNESSING NEW AND IMPROVED TECHNOLOGY TO MEET THE NEEDS
OF A MISSION. THE CONFERENCE WILL PROVIDE AN OPPORTUNITY
FOR OFFICE MANAGEMENT SPECIALISTS TO BRING COMMON CONCERNS
TO THE TABLE AND SHARE SOLUTIONS TO PROBLEMS THAT ARISE IN
THE FIELD. THEY WILL ALSO ATTEND WORKSHOPS THAT WOULD
ENHANCE OFFICE MANAGEMENT SKILLS. WE PROPOSE TO SET UP A
DAY OF TRAINING ON DATABASE AND SPREADSHEET MANAGEMENT AND
DEVELOP IDEAS ON HOW THESE APPLICATIONS CAN BE APPLIED IN
THE WORKPLACE.

¶4. WE WILL IDENTIFY PARTICIPANTS FROM NOMINATIONS
SUBMITTED BY POSTS. WE WILL LOOK AT GEOGRAPHICAL LOCATION
(BUREAU), NOMINEE'S GRADE (FP-03/04; FP-05/06; FP-07/08),
AND SIZE OF POST IN ORDER TO PROVIDE A TRULY
REPRESENTATIVE GROUP. WE ANTICIPATE CHOOSING SEVEN
PARTICIPANTS FROM EACH OF THE TWO JOINT REGIONAL BUREAUS
(NEA/SA AND EUR/NIS), FIVE PARTICIPANTS EACH FROM EAP AND
WHA, THREE FROM AF AND ONE FROM THE BUREAU OF
INTERNATIONAL ORGANIZATIONS. WE WILL ALSO INCLUDE FIVE
DELEGATES FROM THE DEPARTMENT. PARTICIPANTS OF THE MARCH
2000 CONFERENCE WILL NOT BE ELIGIBLE TO ATTEND THIS
SESSION.

THE NOMINATION PROCESS

¶5. NOMINATIONS OF FOREIGN SERVICE OFFICE MANAGERS FROM THE
FIELD SHOULD BE SENT VIA CABLE TO HR/CDA/MLSP FOR THE
ATTENTION OF THE OMS COORDINATOR, DONNA MMOH. PLEASE
INCLUDE THE NAME, GRADE AND CURRENT SECTION OF THE POST'S
NOMINEE. INTERESTED DEPARTMENT FOREIGN SERVICE OMSERS
SHOULD SUBMIT A NOMINATION THROUGH THEIR SUPERVISORS AND
BUREAU EXECUTIVE OFFICES BY MEMORANDUM TO THE OMS
COORDINATOR, HR/CDA/MLSP, ROOM 2425, MAIN STATE.
NOMINATIONS MUST BE SUBMITTED NO LATER THAN FRIDAY,
JANUARY 12, 2001. ONCE THE NOMINATIONS ARE IN, THE OMS
COORDINATOR AND A PANEL OF MEMBERS OF THE OMS WORKING
GROUP WILL REVIEW THE APPLICATIONS AND CHOOSE CONFERENCE
PARTICIPANTS BASED ON THE SELECTION CRITERIA CITED IN PARA
¶4. WHERE SEVERAL PARTICIPANTS MEET THE SAME CRITERIA, A

FINAL SELECTION WILL BE CHOSEN BY LOTTERY.

¶6. WE WILL NOTIFY PARTICIPANTS BY CABLE. BUREAU/POSTS WILL PROVIDE TRAVEL ORDERS. HOTEL ROOMS WITH BREAKFAST FOR THE NIGHTS OF MARCH 21, 22 AND 23 WILL BE AVAILABLE FOR OVERSEAS PARTICIPANTS AS PART OF THE CONFERENCE, AS WELL AS TRANSPORTATION TO NFATC AND RETURN. OTHER MEALS DURING THE CONFERENCE WILL BE PROVIDED AND CONFERENCE

PARTICIPANTS SHOULD EXPECT THE SESSIONS TO CONTINUE INTO THE EVENING ON WEDNESDAY, MARCH 21 AND THURSDAY, MARCH 22. CONFERENCE PARTICIPANTS SHOULD PLAN TO ATTEND ALL SESSIONS.

¶7. PLEASE CONTACT THE OMS COORDINATOR, DONNA MMOH AT X73313 OR E-MAIL MMOHDP@STATE.GOV, IF YOU HAVE ANY QUESTIONS CONCERNING THIS CONFERENCE OR IF YOU WISH TO MAKE SUGGESTIONS CONCERNING THE CONTENT OF THE SESSIONS.

¶8. MINIMIZE CONSIDERED.
TALBOTT